

Mass Career Information System

masscis.intocareers.org

The information below gives a brief overview of assessments and tools available. For more information, click on the links within this document to open helpful guides on the MassCIS website.

There are three versions of the system. The High School and College/Adult versions are the same. The Junior version is a little more simplified.

Some features are available in Spanish. (An Español button will be in the upper right header.)

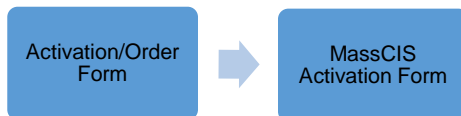
Log-In

Log in as a guest:

Click on **MA Resident** for any account

OR

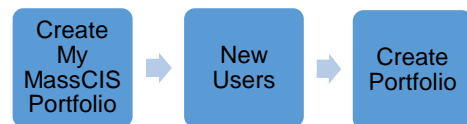
To set up an account for your agency:



Fill out and submit form.

My Portfolio

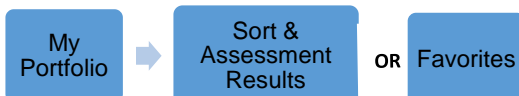
To create student accounts:



Once account is created, check “yes, it is okay for the school counselor to view my portfolio” if you would like access to the student accounts.

Once an account is created, students can save to their profile by hitting the “Save” button.

To access any saved information:



The screenshot shows the MassCIS website interface. At the top, the logo 'MassCIS Career Information System' is on the left, and 'My MassCIS Portfolio' is on the right. Below the logo, there's a 'Portfolio Access' section with text explaining the benefits of creating a portfolio and a form to grant access to school counselors. The form has two radio buttons: 'Yes, it is ok for the school counselor to view my portfolio.' (selected) and 'No, I do not want anybody to view my portfolio.' A 'Submit' button is at the bottom. Below this is a navigation bar with tabs: PLAN, ASSESSMENTS, OCCUPATIONS, EDUCATION, EMPLOYMENT, and MY PORTFOLIO (active). A search bar is on the right. The 'MY PORTFOLIO' section is expanded, showing a grid of links for various features like 'View your CIS favorites', 'Save information for résumés', 'Store your files and résumés', 'Where are the pages and results I've saved?', 'How do I create or update my résumé?', 'What reports can I run to show my progress?', 'How do I track my career activities?', 'How do I create a career plan?', 'How do I track my school applications?', and 'How do I plan my courses?'. At the bottom, there's a 'Learn about Myself' section with a list of bullet points and a 'View' link.

portfolio/portfolio_mainmenu.aspx

Combined Report of Assessments

Under My Portfolio, you are able to access a report of all assessments which allows you to view the results of all occupational assessments in one place.

COMBINED REPORT OF ASSESSMENTS

This report shows occupation titles (Column 1) from your most recent results of every assessment and sort. It allows you to see occupations that occur most often.

Select **Order by Cluster** to organize the report alphabetically by cluster. Select **Order by Count** to organize the report by most frequent count.

A star (★) displays next to the occupations you have saved to your Favorites. You can save occupations to your Favorites by selecting the checkboxes, then clicking **Save Checked**.

Column header abbreviations correspond to:

- Column 2: Career Cluster Inventory
- Column 3: Occupation Sort
- Column 4: Work Importance Locator

[\[Show Assessment Details\]](#)

Save Checked **List Currently Ordered by Count** **Order by Cluster** **Order by Count**

Occupations on 2 lists:	CCI	Occ Sort	WIL
<input type="checkbox"/> Computer Engineers	✓		✓
<input type="checkbox"/> Computer Programmers	✓		✓
<input type="checkbox"/> Fish and Game Wardens	✓	✓	
<input type="checkbox"/> Law Clerks	✓		✓
Occupations on 1 list:	CCI	Occ Sort	WIL
<input type="checkbox"/> Actuaries			✓
<input type="checkbox"/> Advertising Managers			✓
<input type="checkbox"/> Agricultural Inspectors		✓	
<input type="checkbox"/> Agricultural Scientists		✓	

Assessment Link

In the **Assessments** tab, choose **Assessment Links** to access assessment tools that link external assessments (IDEAS, Myers Briggs, etc.) to MassCIS career areas.

For example, if a participant takes the O*Net Interest Profiler and it tells them that “Enterprising” is their primary interest area, they can view a list of occupations that are related to that interest area.

Which MassCIS assessments can be used as part of WIOA’s ISS?

- Career Interests and Skills: Interest Profiler
- Occupational Skills Assessment: SKILLS
- Assets and Strengths: SKILLS
- Labor Market Information: Career Cluster Inventory
- **All other listed Mass CIS tools are optional.**

Interest Profiler

The Interest Profiler can be used to determine potential career interests, and as a Career Interests and Skills assessment for WIOA purposes.

How to Document Interest Profiler Results

ISS: Enter results under Career Interests and Skills: Top Three Interest Areas and Top Choice from each Interest Area

MOSES: Add a test. Category: Career Information System Service Detail: Interest Profiler

In results, enter top three interest areas.

Youth File: print results and keep in the youth file

INTEREST PROFILER

[? Help & Tutorials](#)[= Español](#)[Print](#)

Using Your Interests to Explore Occupations

You can use your interests to explore careers. Interests are good to use because you probably will find that occupations that meet your interests will be more satisfying and rewarding for you than occupations that don't meet your interests.

Remember, though, that interests are just some of the information that you can use to explore careers. Other useful information about yourself: your abilities, work values, experience, education, and motivation are also important in exploring careers. The more aspects of yourself that you use to explore careers, the better chance you have of finding satisfying work.

You can think of the occupational interests as your liking or preference for certain work activities. The Interest Profiler measures interests in each of six Interest Areas described below. Read over the definitions to get a better understanding of your occupational interests.

The links for each Interest Area will display a list of occupations that match that interest. You can then use the occupation links to learn more about the occupation.

Artistic

Your Score : 11

People with artistic interests like work activities that deal with the artistic side of things, such as forms, designs, and patterns. They like self-expression in their work. They prefer settings where work can be done without following a clear set of rules.

Investigative

Your Score : 11

People with investigative interests like work activities that have to do with ideas and thinking more than with physical activity. They like to search for facts and figure out problems mentally rather than to persuade or lead people.

Realistic

Your Score : 10

People with realistic interests like work activities that include practical, hands-on problems and solutions. They enjoy dealing with plants, animals, and real-world materials, like wood, tools, and machinery. They enjoy outside work. Often people with realistic interests do not like occupations that mainly involve doing paperwork or working closely with others.

Conventional

Your Score : 10

Skills

Skills can be used to determine potential workplace skills, and as assessment for both the Occupational Skills and Assets & Strengths for WIOA purposes.

PLANASSESSMENTSOCCUPATIONS EDUCATION EMPLOYMENT MY PORTFOLIO

Search

SKILLS

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Select the skills that are satisfying to you. Then drag and drop the skills into the appropriate category.

Personal Skills

01. Dependability

02. Flexibility

03. Persistence

05. Efficiency

06. Competitiveness

07. Social Perception

08. Independent Work

09. Teamwork

10. Working with the Public

11. Assisting/Caring

12. Performing

13. Instructing

14. Finger Dexterity

15. Manual Dexterity

17. Stamina

18. Strength

19. Rapid Response

20. Sound Discrimination

21. Shape Discrimination

22. Color Vision

24. Visualizing

25. Creativity

26. Aesthetic Judgment

28. Hazards Tolerance

29. Discomfort Tolerance

31. Following Procedures

33. Record Keeping

34. Attention to Detail

35. Verifying Information

37. Inspecting

38. Repairing

39. Troubleshooting

40. Controlling Machines

42. Using Computers

43. Programming

44. Technology Design

45. Calculating

46. Estimating

48. Math Reasoning

49. Science Reasoning

50. Reading

51. Writing

53. Listening

54. Concentrating

56. Evaluating

57. Advising

58. Synthesizing

60. Planning

61. Active Learning

62. Using Knowledge

63. Safety of Others

64. Persuading

65. Negotiating

66. Confronting

67. Initiating

68. Coordinating

69. Directing/Leading

71. Managing Resources

72. Impact of Responsibility

5 Very Satisfying Skills

59. Analyzing

32. Categorizing

70. Decision Making

16. Motor Coordination

30. Repetition Tolerance

5 / 5 skills added

20 Somewhat Satisfying Skills

52. Speaking

41. Operating Vehicles

23. Depth Perception

3 / 20 skills added

Drop one or more skills here for quick definitions

SKILLS HomeOcc SelectSkill DefinitionsStart OverGet My Results

SKILLS

Help & TutorialsEspañolSaveSave as NewPrint

Change Skills | Summary | Holland Personality Types | Occupational Clusters | Top 30 Occupations | All Occupations



Occupational Clusters

Clusters group occupations with similar duties, preparation, and skills. The cluster ratings show how well your skills match the skills needed in each cluster. The higher your rating, the better the match. Cluster ratings range from +100 to -44.

Rate Clusters

9	Agriculture, Food, and Natural Resources
10	Architecture and Construction
0	Arts, Audio/Visual Technology, and Communications
3	Business Management and Administration
-2	Education and Training
7	Finance
10	Government and Public Administration
5	Health Science
5	Hospitality and Tourism
3	Human Services
0	Information Technology
9	Law, Public Safety, Corrections, and Security
9	Manufacturing
3	Marketing

SKILLS

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Change Skills | Summary | Holland Personality Types | Occupational Clusters | Top 30 Occupations | All Occupations



Holland Personality Types

One way of grouping occupations is to use the Holland Personality Types. The skills you selected have been compared to the six Holland Personality Types. The scores range from 100 to 0. Look for your three highest scores and combine them to get your Holland Code:

- 24 Realistic
- 14 Enterprising
- 13 Investigative
- 9 Conventional
- 8 Social
- 4 Artistic

The descriptions below explain each of the types. See how your top three fit you.

Realistic: You like to work with things you can see and touch. You prefer things that seem real rather than ideas or concepts. You enjoy mechanical and/or athletic tasks. You like to fix things or put things together.

Investigative: You enjoy logical thinking and like to understand how things work. You like scientific and mathematical tasks. You are good at solving problems.

Artistic: You enjoy art, dancing, acting, and music. You like to express yourself freely and you enjoy variety and creativity.

Social: You like to work with people. You enjoy solving problems by talking about them. You like helping, understanding, and teaching others. You are friendly and you care about the feelings of others.

Enterprising: You like to lead others. You enjoy competition and like to be in control. You are willing to be responsible for getting your work done

How to Document Skills Results

ISS: Enter results under Occupational Skills Assessment: Top Five Very Satisfying Skills AND Assets and Strengths

MOSES: Add a test.
Category: Career Information System
Service Detail: Skills

In results, enter top five skills.

Youth file: print results and keep in the youth file

Other Options

Occupational Clusters shows a list of occupations that match the resulting skills.

Holland Personality Types can be developed from the skills selected.

SKILLS

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Change Skills | Summary | Holland Personality Types | Occupational Clusters | Top 30 Occupations | All Occupations



Summary of Selected Skills

Very Satisfying Skills

Motor Coordination
Repetition Tolerance
Categorizing
Analyzing
Decision Making

Moderately Satisfying Skills

Integrity
Stress Tolerance
Installing
Budgeting
Information Gathering

Somewhat Satisfying Skills

Depth Perception
Operating Vehicles
Speaking

Career Cluster Inventory



CAREER CLUSTER INVENTORY

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Career Clusters		Score
Information Technology	<div></div>	12
Law, Public Safety, Corrections, and Security	<div></div>	12
Manufacturing	<div></div>	12
Marketing	<div></div>	10
Health Science	<div></div>	8
Hospitality and Tourism	<div></div>	8
Human Services	<div></div>	8
Science, Technology, Engineering, and Mathematics	<div></div>	8
Agriculture, Food, and Natural Resources	<div></div>	7
Architecture and Construction	<div></div>	7
Arts, Audio/Visual Technology, and Communications	<div></div>	7
Transportation, Distribution, and Logistics	<div></div>	7



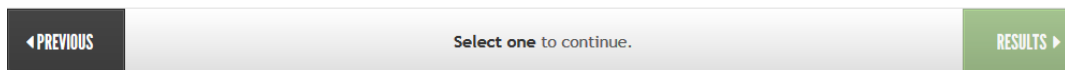
CAREER CLUSTER INVENTORY

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1. Go fishing. Explain



PROGRESS 80 Remaining



How to Document Career Cluster Results

ISS: Results are entered under Labor Market Information.

MOSES: Results are entered into the MOSES Case Plan/ISS tab under Assessment, in the Labor Market for Skills box.

Youth file: Print results and keep in the youth file

INFORMATION TECHNOLOGY

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Topics

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[Pathways](#)

[Skills](#)

[Helpful High School Courses](#)

[Level of Education and Earnings](#)

[Employment and Outlook](#)

Related Information

[Occupations](#)

[Programs of Study](#)

Videos

[Video](#)

Overview

*Do you enjoy working with computers?
Have you created your own webpage?
Is mathematics a favorite subject?
Are you organized and able to focus on details?
Do you learn new computer programs quickly?*

If you answered yes to two or more of the questions above, you might be interested in considering a career in information technology.

Information Technology (IT) is an area that is growing and always changing with new developments. In IT, you would be part of a cluster that continues to make an impact on society and individuals. You would have the opportunity to work in all types and sizes of businesses from Microsoft to your local hospital.

Employees in Information Technology work with computer hardware, software, multimedia, and network systems. In this cluster, you might design new computer equipment or computer games. Or you might make sure that the software or networks are working. In addition, you might have to make sure that people know how to use them. Or you might manage whole networks that link workers in all parts of the world.

The pathways listed in the next topic give you more information about the opportunities to work and study in information technology.

Optional Assessments and Tools in Mass CIS

Work Importance Locator: Place the cards

Participants can rank “Work Value Cards” that show how important it is to have a job with values on the cards.

WORK IMPORTANCE LOCATOR - PLACE THE CARDS

Help & Tutorials

Shown below are five columns under the Importance Scale. Each column has a number from 5 (Most Important) to 1 (Least Important). Each column has 4 boxes.

Put each Work Value Card from the deck in the column that best matches how important it is for you to have a job like the one described on the card. Clicking on a box without a card puts the card in that box. Clicking on a box with a card puts the card back on top of the deck.

When you are done, your four most important statements should be in Column 5, your four next most important statements should be in Column 4, and so on. Your four least important statements should be in Column 1. You can then click Get My Results to explore occupations based on your choices.

On my ideal job it is important that...

...the work could give me a feeling of accomplishment.

Work Value Cards

Most Important

5

4

3

2

Least Important

1

Click here to place a card

...I could be busy all the time.

Click here to place a card

Click here to place a card

Click here to place a card

...I make use of my abilities.

...the job would provide an opportunity for advancement.

Click here to place a card

Click here to place a card

Click here to place a card

...I would be treated fairly by the company.

Click here to place a card

...I could give directions and instructions to others.

Click here to place a card

Click here to place a card

Click here to place a card

Click here to place a card

Click here to place a card

Click here to place a card

Click here to place a card

WORK IMPORTANCE LOCATOR

[Help & Tutorials](#)[Español](#)[Compare](#)[My Scores](#)

Achievement and Working Conditions

You can think of work values as aspects of work that are important to you. The Work Importance Locator measures the importance to you of six work values. Your two highest work values are Achievement and Working Conditions. Definitions of these work values are given below:

Achievement

People for whom achievement is important like to see the results of their work and to use their strongest abilities. They like to get a feeling of accomplishment from their work.

Working Conditions

People for whom good working conditions are important like jobs offering steady employment and good pay. They want employment that fits their individual work style. They may prefer doing a variety of tasks, working alone, or being busy all the time.

Below is a list of occupations that meet both of your top two work values. Depending on what your top work values are, this list may be very small or very large. Don't let the length of the list discourage you. If the list is short, you may want to explore the list of occupations for just one of your top work values. If the list is long, you may want to select just a few occupations that interest you and explore them further.

To save your Work Importance Locator results to your portfolio, or to view occupation lists for any of the six work values, go to [My Scores](#).

List Currently Ordered by Cluster

[Order by Cluster](#)[Order by Title](#)[Order by Selected:](#)1st [None](#)2nd [None](#)

Agriculture, Food, and Natural Resources	Education Level	Wages	Green
Environmental Engineers	4 years	\$80,290	Yes
Arts, Audio/Visual Technology, and Communications	Education Level	Wages	Green
Fashion Designers	2 to 3 years	\$73,510	No
Business Management and Administration	Education Level	Wages	Green
Geothermal Production Managers	4 years	\$102,600	Yes
Finance	Education Level	Wages	Green
Actuaries	4 years	\$94,580	No
Comptroller Clerks	4 years	\$44,660	No

Occupation Sort

Identifies occupations that match factors you rate as important.

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OCUPATION SORT -
SELECT AND PRIORITIZE FACTORS

Help & Tutorials

Start Over

All 28 factors are listed in the first two columns. Click the ? for a description of the factor. Select 10 to 15 that you want to use in your search.

Each time you click a factor, it will be moved to the next numbered line in the third column. The factor most important to you should be number one. If you make a mistake, click the title on the right and it will be moved back to the left. You can also change the priority order by clicking on the 1 or 15. When you are ready to proceed, click Continue.

If you really can't decide which factors are important to you, simply choose a [Recommended List](#). This will give you a list of 10 factors that many people find important.

Advise ?	
Artistic ?	Physical activity ?
Assist and care for others ?	
Attention to detail ?	Problem solving ?
Communicate ?	Responsibility for others ?
Design equipment or systems ?	Shift work ?
Education and training ?	Supervise ?
Enterprising ?	
Flexible hours ?	Travel ?
Independence ?	Urban or rural ?
	Variety ?
Influence others ?	Wages ?
Job prospects ?	Work with hands ?
Math or science ?	Work with the public ?

Priority Order:

1.	Organize ?
2.	Indoors or outdoors ?
3.	Teach ?
4.	Plants or animals ?
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Continue

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OCUPATION SORT - INDOORS OR OUTDOORS

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Save

Save as New

Start Over

In some jobs, workers spend most of the day outside. In other jobs, workers spend most of the day indoors. Some people work both indoors and outdoors. ?

Do you want to work indoors or outdoors?

Check all settings you are willing to consider.

☒ Always outdoors

☐ Mostly outdoors

☐ Both indoors and outdoors

☐ Mostly indoors

☐ Always indoors

☒ Always outdoors

☒ Mostly outdoors

☐ Both indoors and outdoors

☐ Mostly indoors

☐ Always indoors

Sort

Results

278 occupations were eliminated by your preferences above. There are 54 occupations remaining on your list. If you want to change your preferences for this factor, you must click the Sort option to update the results. When you are ready to proceed, click Next Factor.

Eliminated By Last Choice

278

Not On Your List

498

On Your List

54


Next Factor

Review Responses

[PLAN](#)[ASSESSMENTS](#)[OCCUPATIONS](#)[EDUCATION](#)[EMPLOYMENT](#)[MY PORTFOLIO](#)

OCCUPATION SORT - VIEW OCCUPATIONS ON YOUR LIST


[? Help & Tutorials](#)[≡ Español](#)[★ Save](#)[☆ Save as New](#)[↺ Start Over](#)

The occupations matching your preferences are listed below. Click  to see how your preferences match the occupation's requirements. Click the occupation title to view a complete description.

[🗖 Compare Occupations](#)[← Options](#)

Number of occupations on your list: 9

Occupations On Your List

[Agricultural Inspectors](#) [Agricultural Scientists](#) [Agricultural Worker Supervisors](#) [Animal Trainers](#) [Conservation Scientists](#) [Farmers and Farm Managers](#) [Fish and Game Wardens](#) [Landscape Architects](#) [Precision Agriculture Technicians](#) 

OCCUPATION SORT - PRECISION AGRICULTURE TECHNICIANS


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The chart below shows the comparison between your preferences and the requirements of this occupation for each of the factors for which you have responded.




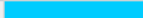

Show:

☒ Rated Factors☐ All Factors[← Go Back to List](#)[← Options](#)

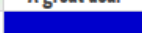

 = Your preferred level / Typical occupation level

 = Your acceptable levels / Some jobs fall into this level

 Organize	A great deal		Somewhat		Hardly ever
Your Choice					
Precision Agriculture Technicians					


 Indoors or outdoors	Outdoors		Both		Indoors
Your Choice					
Precision Agriculture Technicians					

 Teach	A great deal		Somewhat		Hardly ever
Your Choice					
Precision Agriculture Technicians					

 Plants or animals	A great deal		Somewhat		Hardly ever
Your Choice					
Precision Agriculture Technicians					

Reality Check

Find out how much money you need to earn to cover your expenses. Then find out which occupations support this lifestyle.



PLAN

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Search




REALITY CHECK

≡ Español


↺ Start Over




\$1300





\$50





\$125
























\$1,475 a Month

For Boston-Cambridge-Quincy

Which Communications Services Will You Need?


There are many ways to stay connected with family, friends, and the outside world. Some companies "bundle" services into a single package which may cost less than buying each service separately.



Cell Phone

\$75


Other



Phone

\$30


Other



Cable

\$60

Other



Internet

\$50

Other

◀ PREVIOUS

Select all that apply. You may also enter your own amount.

NEXT ▶

School Sort

Identifies a list of schools, based on selected criteria (degree, location, etc.)

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SCHOOL SORT

[? Help & Tutorials](#)

School Sort uses your preferences to find schools that interest you. It is an exploratory tool that can be used more than once to create lists based on different criteria.

- Select the criteria that are important to you. It is not necessary to answer every item.
- Click on Get My Results at any time to view a list of schools.
- Change your criteria to modify your list.
- Organize your list and research the schools that interest you.

[Undergraduate Schools](#)

Search for 2- and 4-year colleges and universities offering associate and bachelor's degrees.

[Undergraduate Schools →](#)

[Graduate Schools](#)

Search for universities offering graduate and first professional degree programs.

[Graduate Schools →](#)

UNDERGRADUATE SCHOOL SORT

[? Help & Tutorials](#)[↺ Start Over](#)[🖨 Print List](#)

School Sort Topics

☒ Degree☒ Location☐ Admissions☐ Academics☐ Size and Type☐ Tuition and Financial Aid☐ Sports☐ Student Life and Activities

Search Criteria

46 schools (4,253 off list)

Degree - include any

Associate

Location

Massachusetts

0 checked schools: [🔍 Compare Checked](#)

	School Name	State ▼	Type	Admissions	Size
<input type="checkbox"/>	American International College	Massachusetts	Private	Moderately difficult	3,621
<input type="checkbox"/>	Bard College at Simon's Rock	Massachusetts	Private	Moderately difficult	329
<input type="checkbox"/>	Bay Path College	Massachusetts	Private	Moderately difficult	2,491
<input type="checkbox"/>	Bay State College	Massachusetts	Private	Minimally difficult	1,098
<input type="checkbox"/>	Becker College	Massachusetts	Private	Moderately difficult	2,021
<input type="checkbox"/>	Benjamin Franklin Institute of Technology	Massachusetts	Private	Open	493
<input type="checkbox"/>	Berkshire Community College	Massachusetts	Public	Open	2,400
<input type="checkbox"/>	Boston Baptist College	Massachusetts	Baptist	Moderately difficult	96
<input type="checkbox"/>	Bristol Community College	Massachusetts	Public	Open	9,335
<input type="checkbox"/>	Bunker Hill Community College	Massachusetts	Public	Open	14,253
<input type="checkbox"/>	Cape Cod Community College	Massachusetts	Public	Open	4,657
<input type="checkbox"/>	Dean College	Massachusetts	Private	Minimally difficult	1,292
<input type="checkbox"/>	Eastern Nazarene College	Massachusetts	Nazarene	Moderately difficult	1,032
<input type="checkbox"/>	Elms College	Massachusetts	Catholic	Moderately difficult	1,652
<input type="checkbox"/>	Endicott College	Massachusetts	Private	Moderately difficult	2,963
<input type="checkbox"/>	FINE Mortuary College, LLC	Massachusetts	Private	Not reported	73
<input type="checkbox"/>	Fisher College	Massachusetts	Private	Not reported	1,875
<input type="checkbox"/>	Greenfield Community College	Massachusetts	Public	Open	2,127
<input type="checkbox"/>	Holyoke Community College	Massachusetts	Public	Open	6,604
<input type="checkbox"/>	ITT Technical Institute - Norwood	Massachusetts	Private	Minimally difficult	Not reported
<input type="checkbox"/>	ITT Technical Institute - Wilmington	Massachusetts	Private	Minimally difficult	Not reported